

ODTA: _____ Phone: _____ Fax: _____ email: _____

Travel Request Form

Privacy Act Statement: The authority to request this information is contained in 5 USC 522 Department regulations. This information will be used to assist officials and employees of the Department of the Navy in arranging passenger transportation. Completion of the form is mandatory. (SSN is mandatory for BOQ stay.) Failure to provide required information may result in delay of a response or disapproval of the request.

Traveler Profile done? ☐ EFT done? ☐ Have gov't travel card (GOVCC)? ☐ Phone # _____

Name: Last _____ First _____ MI _____ SSN last four _____

Leaving from: Home ☐ Work ☐ Departure date: _____

Trip purpose: Conference ☐ Info meeting ☐ Site visit ☐ Speech\presentation ☐ Training ☐ Other ☐

Trip Description: _____

TDY Destination	Arrive date	Depart date

Return to: Home ☐ Work ☐ Return date: _____

Fly ☐ Train ☐ Freq flyer # _____ Airline¹ _____ Aisle _____ Window _____

(¹preference not guaranteed)

From airport	Date	To airport	Depart time OR	Arrive time

Hotel/BOQ ² preference (not guaranteed)	Check in date/time	Check out date/time	City, location

Staying with friends/relatives ☐ Staying in training facility lodging ☐ Staying in conference hotel ☐ Smoking ☐

²BOQ: Base _____ Command visiting: _____ Rank/Grade: _____

SSN _____ GOVCC# _____ Expiration date: _____

If non GOVCC holder: Personal CC type _____ CC# _____ exp date _____

Aboard ship ☐ USS _____ embark date: _____ debark date: _____

At sea, sailing from: _____ date: _____ to: _____ date: _____

Rental car pickup location	Size ³ (Compact is standard ⁴)	Pickup date/time	Return date/time

³Sizes: Compact, Mid-size, Full size, SUV, Minivan

Driving rental to TDY destination? ☐

⁴Non-compact car justification: _____

Estimated non-mileage expense **	Amount	Date	GOVCC/Personal

** Hotel tax/Parking/Rental car gas/Tolls/Internet Fee/Official Phone calls/Air Bus/Taxi

Est. mileage expense (driving own POV)	Date	# miles

Driving POV to TDY destination? ☐

Annual leave: ☐ Start date: _____ End date: _____

Non-duty days: ☐ Start date: _____ End date: _____

LOA (Job order) 1: _____ **Job order 2:** _____

Allocate: By Percent ☐ By Amount ☐ By Date ☐ Allocation details: _____

Travel Advance (do not have GOVCC) ☐ Scheduled Partial Payments (>45 days TDY) ☐

Remarks/Additions: _____

Following sections required for student travel

Justification for late submittal (less than 5 days before travel) _____

SIGNATURES: ***ALL SIGNATURES ARE REQUIRED FOR STUDENT TRAVEL
BEFORE DATA IS ENTERED INTO DTS***

_____ TRAVELER	_____ (Date)	_____ DEPT. HEAD	_____ (Date)
_____ SPONSORED PROGRAMS FINANCIAL ANALYST (SPFA)	_____ (Date)	_____ Professor/Principal Investigator (if Research Funded)	_____ (Date)

ESTIMATED TRAVEL COSTS: **NOTE: Information required for international student travel**

\$ _____	\$ _____	\$ _____	\$ _____
Transportation	Per diem	Expenses	Total